



**Townsend Planning Commission Meeting Agenda  
November 10, 2021 @ 7:00 pm  
Town Hall and via Conference Call**

**7:00 pm – PC Meeting**

**I. Call to Order**

**II. Opening Ceremonies**

**a. Roll Call**

**Troy Geiger, Patrick Miller,  
Sheryl Rojas, James Reyes, Louis Krause**

**b. Pledge of Allegiance**

**c. Visitor Acknowledgement**

**Wanda Simpson a new resident from Townsend Village 1, Helen Drive. Has lived in the area for about a year. Brief description of what the Planning Commission does and our purpose in serving the community.**

**d. Additions/Changes to the Agenda**

**No changes.**

**e. Announcements**

**No announcements.**

**III. Minutes October 13th Planning Commission meetings to review and approve**

**Minutes approved by all commissioners.**

**IV. Discuss 6091 Summit Bridge Road annexation as commercial**

**Brief discussion regarding the location of the parcel. Confirmed it was a contingent parcel, so it is eligible to annex into Town. Questions and discussion about what they want to do on the property, but that is not necessary for the annexation request. Parcel search was done on New Castle, and it is currently zoned farmland. After the 11.7-acre property is annexed, then they can apply for a zoning change. Letter requesting annexation was not sent to all PC members. Sheryl will make sure everyone is included going forward. Owner is R. Short Roofing company. We're hearing that they will want to change the zoning to commercial. We'll have to review all the allowed business to come in as commercial when the owner does the zoning change request.**

**Town Meetings will be returning to in person format. Residents may choose to attend meetings in person or via electronic means. Townsend Town Hall will be available to the Town Council and those of the public wishing to attend in person. All personnel and visitors entering Town Hall must wear masks and comply with all CDC guidelines, including social distancing guidelines. Those that are sick or who have been exposed to the COVID-19 virus are asked to not enter Town Hall and may attend the meeting virtually. Those wishing to attend virtually may dial dial 1(301)715-8592. When directed, provide following meeting ID 407 702 6733# and then the following password 332763# to enter the meeting. If you choose to access the meeting online**

**If you choose to access the meeting online join the online meeting: <https://us02web.zoom.us/j/4077026733?pwd=TjJ6NmhzMHdOT1dDa3h0Ty8wY0pUQT09>**

**Motion was made to move forward with the annexation request. All members approved with the annexation.**

**V. Discuss Woods at Hidden Creek response for a request of a complete and comprehensive plot plan showing parking lot and clubhouse in the community**

**Nothing has been received. Mayor Miller has spoken with Mr. Van Otto about what the PC would like to see regarding the plan.**

**VI. Any State Plus Review comments from comments/recommendations from 10/27 meeting**

**A written response should be received by the 15<sup>th</sup> or 16<sup>th</sup>. Most of the comments came from DNREC making sure that we are aware of environmental concerns as we annex properties into town. Overall, the plan was well received. Mayor Miller will share the comments with us to finalize the plan. Final extension is until the end of March 2022. No record of Middletown or Odessa plans being shared with our office for response to their comprehensive plan.**

**Brief description of the purpose of the comprehensive plan provided to Ms. Simpson to help her understand the extent of the planning and preparation of the plan**

**VI. Adjourn**